



राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, बुधवार, 28 दिसम्बर, 2005/7 पौष, 1927

हिमाचल प्रदेश सरकार

PERSONNEL DEPARTMENT
(Secretariat Administration Services-I)

NOTIFICATION

Shimla-171002, the 7th October, 2005

No. Per (SAS-I) A (5)-1/2001-loose.—In pursuance to the notification published in the Gazette of India Extra ordinary part-II No. 25 Rajptra-31,1927(SAKA) Right to information Act, 2005 No. 22 of 2005 dated 15th June, 2005, the Governor of Himachal Pradesh is pleased to designate the following Officers as Assistant Public Information Officer, Public Information Officer and Appellate Authority at various levels for citizen to secure access to information under the control of Public authorities for promoting transparency and accountability in the working

of every public authority in the Secretariat Administration Department, Himachal Pradesh with immediate effect:—

Designation	Complete Office Address	Office Tel. No	Jurisdiction/Unit under his control for which he will be rendering in- formation to ap- plicants
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Public Information Officer :			
1. Addl. Secy. (SAD)	Armsdale Building H. P. Sectt. Shimla.	2622686	SAD-I, R&I-I and Library.
2. Under Secy. (SAD)	-do-	2621110	SAD-II, R&I-II, Accounts-I & II, Cash, Central Registry, Despatch, Record, Telephone Section.
Assistant Public Information Officer :			
Section Officer (SA-I)	Armsdale Building H. P. Sectt.	2880449	SAD-I Section
Section Officer (SA-II)	-do-	2880450	SAD-II Section
Section Officer (SA-R&I-I)	Ellerslie Building H. P. Sectt.	2880453	R&I-I Section
Section Officer (SA-R&I-II)	Armsdale Building H. P. Sectt.	2880454	R&I-II Section
Section Officer (SAA-I)	-do-	2880519	SA Accounts-I
Section Officer (SAA-II)	Ellerslie Building H. P. Sectt.	2880493	SA Accounts-II
Section Officer (Cash)	-do-	2880452	Cash Section
Supdt. (Central Registry)	-do-	2880565	Central Registry
Section Officer (Despatch)	-do-	2880455	Despatch Section
Section Officer (Record)	-do-	2880457	Record Section
Section Officer (Telephone)	-do-	2880475	Telephone Section
Chief Librarian	-do-	2880456	Sectt. Library
Appellate Authority :			
Secretary (SAD)	Armsdale Building H. P. Sectt.	2621877 2880782	All Sections mentioned above.

The Governor of Himachal Pradesh is further pleased to publish the records and other activities of the department as required under the provisions of sub-section (1) (b) of section 4 of the Right to the Information Act, 2005 as under:—

The Chief Minister is Minister-in-charge and Chief Secretary is head of department of Secretariat Administration Department. The organization setup of Secretariat Administration Department is as under:—

At Government Level

1. Secretary (SAD) to the Government of Himachal Pradesh.
2. Additional/Joint/Deputy/Under Secretary (as the case may be).
3. Section Officer as Section Incharge.

The function, powers and duties is as under:—

Sr. No.	Particulars	Details
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1.	Particulars of Organization, Function and Duties.	<p>Secretariat Administration consists of 33 different categories from Class-IV to Class-I including Personal Staff.</p> <p>Chief Secretary :</p> <p>is head of department and discharge the following duties of this Department:</p> <ul style="list-style-type: none"> *Approval of recommendations of the D. P. C., promotion to the post of Section Officers/Private Secretaries & other class I officers. *Impose major penalty on Class-I & II Officers (except compulsory retirement, removal and dismissal from Government service). *Appellate authority in the case of minor penalty on class-I & II officers and against adverse entries in A. C. R. of Class-I & II officers. *Imposition of major penalty (compulsory retirement, dismissal, removal from Government service) in respect of Class-III Officials of Secretariat. *Sanction for prosecution of Government servants in respect of Class I&II Officers. *All items of new expenditure. <p>Secretary (S. A.) :</p> <p>is Head of office and discharge all duties:—</p> <ul style="list-style-type: none"> *Relating to policy matters. *Promotion/confirmation of Class I & II Officers. *Approval of D. P. C. for Class-III Officials. *Imposition of minor penalty on Class-I&II officers. *Imposition of major penalty (compulsory retirement, dismissal, removal from service) in respect of Class-IV employees. *Grant of sanction for prosecution of Government servants in respect of Class-III employees. *Transfer on deputation on foreign service of Class-I, II, III Officers/officials. *Representation of Class-I & II officers against the adverse remarks in the A.C.Rs. *Posting and transfer of Class I & II officers. *Annual Budget Estimates in respect of H. P. Secretariat. *Replies to the para of report of Estimate Committee and P. A. C. *Such financial powers, matters for which specific powers have been delegated from time to time to the Head of office.

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- *Appellate authority in the cases of minor/major (other than compulsory retirement, removal from service and dismissal) penalties imposed upon Class-III employees also in respect of adverse entries in A. C. Rs. of Class-III officials.
- *Grant of proficiency increment to Class-I and Class-II Officers under Assured Career Progression Scheme.
- *Pension/Gratuity sanction in respect of all Class-I Officers.

Additional Secretary (S. A.) :

In addition to assist the Secretary (S. A.) on the issues as stated above discharge the following duties:—

- *Promotion/Appointment, Imposition of minor/major penalties (other than compulsory retirement, removal, dismissal) penalties and sanction for prosecution in respect of Class III Officials.
- *Grant of benefits under A.C.P. Scheme, transfer on deputation/secondment as well as consideration of representation against adverse entries and transfer and positing of all Class-III officials.
- *All cases concerning references to the H. P. P. S. C.
- *All permission Cases under the Conduct Rules in respect of class-I and II officers.
- *Appointment/Promotion and Confirmation of Class IV-employees.
- *All miscellaneous service matters of Sectt. employees other than those which are required to be submitted to the higher authorities under specific Rules/orders/instructions issued from time to time.
- *Imposition of minor/major penalties excepted those delegated to the higher authorities.

Under Secretary (S. A.) :

perform the following duties :

- *Transfer and postings of Class-IV officials.
- *Pension/Gratuity sanction to Class-II, III and IV.
- *Sanction of loans and advances to Class-III & IV.
- *Any other subjects/matters that may be assigned by the Secretary (S. A.).

Section Officers :

The Section Officers are the incharge of the Sections for the works relating to establishment, budget, and maintenance of Sectt. Premises, and accounts matter of Secretariat Administration. The duties and function of these each Sections incharge are as under:—

S. A. D.-I Section :

- *All service matters i. e. R&P Rules, disciplinary cases, pay fixation, grant of benefits under Assured Career Progression

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- Scheme, maintenance of A.C.Rs. of secretariat employees, transfer and positings, confirmation.
- *Finalization of seniority of all categories, filing up of posts and prosecution sanctions.
- *Replies of Court cases.
- *Efficiency in administration and imparting of computer training to Secretariat employees.

S. A. D.-II Section :

- Maintenance of service record of the Sectt. employees and leave cases.
- Budget estimates of Sectt.
- Pension and Gratuity cases.
- Loan cases of Sectt. employees.
- Annual administration reports and re-appropriation/diversion of funds etc.

S. A. Accounts-I :

- Preparation of salary bills.
- Deduction of Income tax at source and maintenance of its record.
- Medical reimbursement claims of Class-I officers/Ministers.
- P. A. C. & Audit Paras.
- Calculation of interest on H B. A.
- Maintenance of records of nomination of G. I. S. and to deposit G. I. S. cheques.
- Preparation of D. C. R. G., warm clothing and festival advance bills.

S. A. Accounts-II :

- T. A., D. A. and L. T. C. cases.
- Medical reimbursement claims of Sectt. Employees & retirees (other than Officers and Minister).
- Maintained G. P. F. Accounts of the officers and staff working in the Secretariat.

S. A. R. and I-I :

- Purchase of all kind of stationery articles and livery articles to Class-IV employees of Secretariates.
- Purchase of furniture/fixture items.
- Purchase of consumables items for computer/Photo-stat/electronic/manual typewriters/ Printers etc.
- Maintenance and condemnation of store.
- Purchase and maintenance of all computer items, repairs/ A. M. C. of machines.

S. A. R. and I-II :

- The sanitation and cleanliness.
- Maintenance of Secretariat premises.
- Security arrangement, parking of vehicles and entry of visitors are manned by this section.

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To receive and send message through control room during office as well as after office hours.

Measures against Fire Risks and allotment of accommodation to Ministers/officers/branches for office purpose.

Maintenance of recreation hall.

S. A. Despatch :

To dispatch all outgoing communication from the entire Secretariat including courier etc.

Photostat & cyclostyle works of all branches and offices located in the Secretariat.

S. A. Central Registry :

To diaries all communications received from other Departments as well as from other State Govt. and Central Govt.

To deliver/distribute letters in different offices/Sections located in the Secretariat.

S. A. Record Section:

To keep up and maintain record of old files consigned to Record by different Offices/Sections located in the Secretariat.

Weeding out of the records as per classification. 4

S. A. Cash Section:

Deals with entire monetary transaction of Cash regarding disbursement of salary, T. A., Medical/D. C. R. G./Leaven-cashment reimbursement etc.

Contingent bills.

To effect recovery from Officers/Officials of Loans taken from different banking agencies.

Maintenance of R. D. in the Post Office.

Preparation of Telephone/Electricity/Water supply bills and its disbursement.

Maintenance of cash book of all type of transactions.

S. A. Telephone Section:

To look after P. B. X. of the Sectt.

Preparation of official Telephone directory of the entire State
Maintained the accounts of Telephone Bills of Telephones installed at Residence/Offices of Minister/Officers.

Sectt. Library:

Chief Librarian:

The Chief Librarian is the Incharge of the Secretariat Library who maintained record of all kind of books, magazines, periodical, newspapers etc. available in the Secretariat. Also

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purchase new edition of books etc. other functions of Secretariat Library are as under:—

Maintained the Library where about 50 thousand classified books including reference Books are available.

Record of issue and receipt of Books.

To classify catalogued and computerized the Books.

The timings of Library is from 10.30 A. M. to 4.30 P. M. on all working days.

Purchase of Books, Newspaper, periodical and magazines etc.

Superintendent Grade-II:

Superintendent Grade-II working in the Secretariat supervise work of some of the dealing hands posted in a Section and submit their cases through the Section Officer but while posted in an independent Cell, they supervise the working of the entire Cell and submit cases direct to the Branch Officer.

Sr. Assistants/Jr. Assistants:

Jr. Assistants/Sr. Assistants deals with receipts and submit cases to the Section Officers or Superintendents. They are required to compile data, statistics or information and deal matters including Cabinet Memorandums/Court Cases/ Replies of Vidhan Sabha Question so as to present complete cases with all relevant data and also information with past precedents and viable/feasible solutions to facilitate the authorities to arrive at a definite decision. They are also required to maintain record/registers.

Clerks:

Clerks posted in different Offices/Sections perform duties and functions as assigned to them by the Section Officer/Superintendent including the diary/dispatch work, maintain casual leave account, type work of the Section, maintain attendance register, distribute dak after dairising to dealing assistants in the Section, to open files and maintain reminder register.

Personal staff:

The general function of Personal staff *i. e.* Private Secretary/ Personal Assistants/Senior and junior Scale Stenographers is to aid and assist the Ministers, Secretaries and other Middle level Officers in their day to day disposal of work and carry out such duties are officially assigned to them. They have to handle files/ records of confidential or secret nature and as such they have to retain the faith reposed in them by maintaining secrecy. They are also supposed to be fully equipped with knowledge of both Hindi and English shorthand and typewriting to assist the authorities in quick decision making through dictation and typing.

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Further they have to perform the duties of Receipt and Despatch of Dak, Preparation of notes and drafts, Attendance of Telephones, Maintenance of Engagement Diary, Furnishing of Offices/Residences of Ministers/Officers, Control over Vehicle/Driver, Arrangements for tours/pay etc. and also maintenance of records.

Sr. Law Officers/Law Officers (Hindi and English):

To give Legal opinion, vet R. & P. Rules and other Notifications etc.

Librarian:

The Librarians in the Secretariat are required to maintain and record of issue and receipt of books. And also keep books in proper order and to catalogue the books.

Book Binders:

The employees of this category perform the duties of bindings of Books in Library as well as of Service Books etc.

Cash and Bill Messenger:

They perform the duties in Cash Section to take and receive Bills from Treasury and assist the Cashier to receive payments from Banks. They also perform allied duties of Cash Section relating of Bank.

Tailor Master:

He perform the duties of stitching of curtains and covers of chair-cushions etc. for office use.

Furniture Supervisor:

He performs the duties of supervising all kind of furniture in the entire Secretariat.

Head Gate Keeper/Gate Keepers :

To maintain Security in the Secretariat during office hours. They have to check entry of individuals into the Sectt. at the gate and allow entrance of visitors on the basis of gatepass issued by the Reception. To check the belongings/material of officials/visitors at the time entry point as well as at the time of they exist from the office.

Restorer :

To maintain the record of old files which consigned to Record Room by different Offices/Sections.

Caretakers :

They supervise the work of sanitation and cleanliness in the Secretariat and distribute work amongst the Frashes, Malis, Sweepers and Chowkidars with the approval of the Branch Officer.

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Gestetner/Photostat Machine Operators :

To operate the Gestetner/ Photostat Machines and make out desired number of copies and also are required to maintain proper accounts in a register with requisition slips paper used and consumption of ink/tonner etc.

Daftri :

To mend, trim, stitch, bind old records etc. in Record Room as well as in the Sections.

Jamadar :

To attend the calls of Minister/Officers with whom posted, ensure the cleanliness and general up-keep of the room, furniture, fixture, and equipment and also to carry and distribute the Office files/dak.

Record Lifter :

To Sort-out and properly keep the record in the record section as per classification of each file.

Library Attendent :

To Assist the Librarian in the Library for proper shelving of Book. Dusting of Books maintenance of periodicals including new papers.

Peons :

They perform the duties to carry and deliver dak within and outside the Office, ensure the cleanliness, general up-keep of the office/Section where posted and of the furniture, fixture and equipment, perform miscellaneous and odd jobs for officers/Officials, attend to any other work they may be assigned and attend to officers at head quarters and while on tour.

Frash/Chowkidar/Mali and Sweepers:

These are Class-IV posts. In Secretariat they perform the duties of—

dusting,

to keep watch and ward during and after office hours, preparation and maintenance of flower beds and flowers pots, and

to sweep, mop the rooms, corridors, lavatories, urinals, baths, wash basins and to collect and dispose of all waste in the office.

2. The Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by its employees for discharging its functions.

The following various Rules, regulations, instructions are followed while functioning the different works:—

1. CCS (Leave) Rules, 1972
2. CCS and CCA Rules
3. CCS (Conduct) Rules
4. H. P. Financial Rules.
5. FR & SR.
6. Medical Attendance Rules
7. General Finance Rules.

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8. HB Advance Rules
9. Delegation of Financial Power Rules.
10. TA/LTC Rules
11. Budget Manual
12. Office Manual
13. Pension Rules
14. G. P. F. Rules
15. Hand Book Volume-I, II, and III issued by the Department of Personnel.
16. Instructions regarding maintenance of ACRs.
17. Instructions regarding Pay fixation, Stepping up of Pay, Grant of ACP benefits and removal of anomaly in pay of senior and junior Officers.

3. The particulars of facilities available to citizens for obtaining information including the working of a Library for reading.

The Office of the Secretary (SA) and all other Officers of this Department is open for general public for collection any type of information relating to programmes and allocation of funds under various Heads of Accounts from 10 am to 5 pm except on holidays. To visit the office of Ministers/Officers as well as Branches, the gate entry passes are issued to general public from 3 p. m. to 5 p. m. on every working day. There also exist Control Room in the Secretariat where from the General Public can have information in case of any natural calamities either in person or on telephone No. 2622204 and 2880459.

4. The Monthly remuneration received by each.

	Rs.
(i) Secretary	18400—22400
(ii) Addl. Secretary	14300—18600
(iii) Under Secretary	10025—15100
(iv) Chief Librarian	7880—11660
(v) Section Officer/ Pvt. Secy.	7220—11660
(vi) Sr. Law Officer	7220—11660
(vii) Suptds. /PA./ Law Officer	6400—10640
(viii) Sr. Assistants/Sr. Scale Stenographers	5800—9200
(ix) Librarian	5000—8100
(x) Junior Assistants	4400—7000
(xi) Jr. Scale Stenographer	4400—7000
(xii) Head Gate-Keeper, Bill Cash Messenger Furniture Supervisor.	4020—6200
(xiii) Clerk/ Gate-Keeper/Tailor Master/ Book Binder/Restorer, Care Taker.	3120—5160
(xiv) Daftry/GO	2820—4400
(xv) Lib. Attendant/Jamadar/Record Lifter.	2720—4260
(xvi) Peon/Frash/Mali/Sweeper and Chowkidars	2520—4140

By order,

Sd/-

Chief Secretary.